



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 033 - 2010

- OPEN TO:** **All Qualified Interested Candidates**
- POSITION:** **Visa Assistant (IV Team Leader), FSN – 8; FP- 6**
(Salary approx. Tk. 44,000 per month)
OR,
Depending on qualifications and experience,
incumbent may be hired at a trainee grade below:
Trainee Visa Assistant (IV Team Leader), FSN-7;
FP- 7; (Salary approx. Tk. 38,000 per month)
- OPENING DATE:** **April 27, 2010**
- CLOSING DATE:** **May 10, 2010**
- WORK HOURS:** Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position **Visa Assistant (IV Team Leader)** for its Immigrant Visa (IV) Unit of its Consular Section.



BASIC FUNCTION: The incumbent is responsible for all Immigrant Visa (IV) production. Execute all procedures associated with processing IV applications and printing IV visas. Perform fraud detection functions. Answer public inquiries concerning immigrant visas by telephone, e-mail and on a walk-in basis.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Directs team members in executing monthly workload plans as well as daily visa production tasks. Executes all procedures associated with the processing and printing of IV applications, including fraud screening and detection, photo-capturing, finger-scanning, applicant pre-screening, security clearance processing and printing approved visas and sending passports back to applicants. Must complete all assigned tasks with a high degree of accuracy and within prescribed time deadlines.

✚ Serve as an interpreter for American adjudicating officers during visa interviews on a daily basis. Draw on in-depth knowledge of local culture and customs to help the Officer understand cases in their social and economic context.

✚ Prescreen IV cases, independently advises applicants of supplementary documents required when necessary, and alert the IV supervisor and adjudicating officers with respect to missing documents and to cases requiring special handling or attention.

✚ Serve as IV Unit's interface with the public including American citizen petitioners, beneficiaries, attorneys, employers, and other interested parties. Incumbent must demonstrate a strong grasp of the relevant elements of the Immigration and Nationality Act (INA), including Patriot Acts and Child Status Protection Act, and is able to explain these laws to the public in layman's terms as they apply to individual cases.

QUALIFICATIONS REQUIRED:

1. Education: Completion of 3 years bachelor degree from a recognized University in any discipline. *(You must attach a copy of your bachelor degree certificate copy along with your application form.)*





2. Language Proficiency: Level IV (Fluent) in both English and Bangla. Ability to write English at the U.S. high school graduate level is required. English language proficiency will be tested.

3. Prior Work Experience: Minimum three years experience in administrative, governmental or para-professional fields.



4. Knowledge: Thorough understanding of Bangladeshi culture and social environment.

5. Skills and Abilities:

-  Must be able to perform duties effectively and tactfully in a high-pressure environment.
-  Must have excellent interpersonal skills. Ability to demonstrate well-developed team skills and contribute to a collegial work environment.
-  Advanced oral and written English language communications skills.
-  Good computer skills including knowledge of applications and sophisticated consular software.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:



1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) or FAX at 9887825. [Blank application forms are available at the South barrier and at our website at: \[dhaka.usembassy.gov\]\(http://dhaka.usembassy.gov\)](#). A copy is also attached hereto for your convenience.

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2533

Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.



2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: X
CONS: X
FMO: X
MGT: X